

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**January 9, 2008**

4 Page Document

---

<b>TITLE:</b>	Third Party Liability (TPL) Supervisor
<b>POSITION NO:</b>	08151
<b>LOCATION:</b>	Quality Assurance Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	Non
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 6
<b>STARTING SALARY:</b>	\$41,223 - \$51,529 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	No

---

**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, January 24, 2008.** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** A resume is required at time of application. This position will have frequent and sometimes confrontational contact with individuals both within and outside the department.

If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess all but the two years of supervisory experience. Salary depends upon education and experience.

**CRIMINAL RECORDS BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

**TYPICAL DUTIES:** This position exercises authority in planning, designing, organizing, and evaluating Third Party Liability (TPL) activities within the Medicaid program. This position represents the department in administrative reviews and litigation related to TPL activities; establishes program objectives; develops and implements program policy procedures;

oversees the TPL contractual duties of the Medicaid Fiscal Agent; supervises the discovery/verification/recovery aspects of the TPL program; prepares TPL policy on behalf of the Medicaid program and assists in the preparation of legislation, administrative rules, and state plan changes for the TPL program; works to design, test, approve, and implement changes to the computer system as it relates to TPL program. The incumbent is responsible for submission of eligibility data to CMS to coordinate benefits and other programs for dual eligible recipients; formulating proposals for new cost savings projects; and interpreting, monitoring, and ensuring the program's compliance with multiple complex federal and state rules. This position supervises four staff.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of federal and state rules and regulations as they pertain to the Medicaid program; business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources; economic and accounting principles/practices, the Medicaid claim processing, public assistance eligibility and reporting, and the analysis and reporting of financial data; and principles and procedures for personnel recruitment, selection, training, compensation/benefits, labor relations and negotiation, and personnel information systems.

Skills: Skill in time management; motivating, developing, and directing people as they work, and identifying the best people for the job; monitoring/assessing performance of self, others, or organizations to make improvements or take corrective action; acting learning to understand the implications of new information for both current and future problem-solving and decision making; and judgment to consider the relative costs/benefits of potential actions to choose the most appropriate one.

Abilities: Ability to communicate information and ideas in speaking and writing so others will easily understand; problem sensitivity to recognizing the presence of problems; inductive reasoning to combine pieces of information to form general rules or conclusions; and work well with others. Must be honest and ethical; reliable, responsible, and dependable; willing to lead, take charge, and offer opinions and direction; and pleasant with others on the job and display good-natured, cooperative attitude.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in business, accounting, public administration, human/social services, finance, computer science, legal, or related field **AND** five

years of job-related work experience (determination of eligibility, computer system management, accounting and financial management, insurance operations, claim management, personnel management, legal experience, etc), to include two years of supervisory responsibility. Relevant experience may substitute for the formal education on a year-for-year basis. Other equivalent combinations of education and experience will be considered.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Resume required at time of application.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to

reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.